



The International Retinal Research Foundation Grant Application Guidelines/Forms

The International Retinal Research Foundation (IRRF) supports scientific research on the diseases of the human eye, especially its center, the macula, and peripheral retinal research that ultimately will accelerate the outcome of discovery. Specific consideration is given to those scientists who are actively working toward discovering the causes, preventions, and cures of macular degeneration and diabetic retinopathy. Limited funding is available for postdoctoral training in the area of vision research and for educational and scientific exchange.

The IRRF is a publicly supported charitable foundation funded by donor contributions and has been approved by the Internal Revenue Service as tax exempt from federal tax under section 501 (A) of the Internal Revenue Code as an organization described in section 501 (c)(3).

Grants are awarded in August with an October 1 funding date. The submission deadline date for regular grants is May 15 and are accepted every other year. The deadline for submitting Postdoctoral Scholar nominations is March 15 and are accepted on an annual basis. All request determinations will be provided in writing.

Application forms may be obtained by contacting: Sandra Blackwood, MPA
Executive Director
International Retinal Research Foundation
1720 University Boulevard
Birmingham, Alabama 35233-1816 USA

Or by calling: 205/325-8103

Or by Email: sblackwood@irrf.org

Or by Web: www.irrf.org

Due to the increased demands on the USPS and the delays in mail delivery it has caused, we are requesting that applications be emailed as an attachment to sblackwood@irrf.org to arrive no later than May 15. Postdoctoral Scholar applications must reach our office no later than March 15.

TERMS OF FUNDING:

Funding Restrictions:

- The IRRF will fund grants for research at non-profit organizations only, and are awarded to the institution rather than to individual investigators. ***IRRF funds may be applied toward indirect costs up to but not to exceed 5% of the total requested project amount.*** Principal investigators must have primary faculty appointments. Postdoctoral scholars may serve as co-investigators.
- The IRRF does not fund construction of buildings; therefore, the purchase of large capital equipment items that exceed \$10,000 in cost must be justified in writing.
- The IRRF will not fund the salary of the Principal Investigator except when matching funds are committed from another funding agency. A request for Principal Investigator salary must be thoroughly justified in writing.
- Postdoctoral fellowship funding, included in the personnel section of a budget for regular grant requests, will only be approved for individuals who have been awarded a terminal degree (Ph.D., M.D., O.D., D.D.S., D.V.M., etc.) and who have opted to pursue training in the area of vision research. Funding levels for salaries are determined by using current guidelines set by NIH, based on years of post-graduate experience.
- The IRRF will not fund projects that do not relate specifically to and/or involve scientific research on the diseases of the human eye, especially its center, the macula, and peripheral retinal research that ultimately will accelerate the outcome of discovery. This restriction includes fund raising campaigns or political lobbying.
- Funds may be requested for travel; however, no more than a total of \$2,000 in any 12-month period will be approved. Travel expenses must be clearly defined (educational meeting, site visits, etc.) and will only be approved for the principal and co-investigators of an approved project.
- Applications that do not conform to IRRF guidelines will not be considered for funding.

Maximum Annual Funding Amount:

The IRRF will strictly enforce an annual funding cap of \$100,000 per research project. Therefore, proposals submitted to the IRRF for funding should be prepared keeping this annual cap in mind. (See **Length of Funding Period**)

Length of Funding Period:

The IRRF will accept applications for up to two years of funding at a maximum of \$100,000 per year. A scientific progress report and interim financial report must be received before the second year of funds can be released. Renewals will not be considered after two years of funding. (See **Administrative Requirements - “Financial Reports,” Progress Reports”**)

Funding Extensions:

Extensions: It is preferred that grant funds be expended in a timely manner, however an extension with no additional funds during the second year of funding may be granted to provide additional time for conclusion of certain aspects of the project. **Receipt of a written request** that includes a detailed financial accounting of expended funds, a scientific progress report, and a clear justification for the extension is required. Because approval of these requests is not automatic but is contingent upon IRRF approval, **requests should be submitted at least 30 days before the original end-date**. If an extension is approved, an **updated, final** financial and scientific progress report will be due within sixty (60) days of the new expiration date.

Fund Disbursements:

To better facilitate the budgeting process, the IRRF board of directors will accept applications only once every other year with a corresponding award and funding date. The schedule for funding is as follows:

Determinations for all applications received on or before May 15 will be announced in writing on the first day of September, with funds released on October 1. Postdoctoral Scholar nominations received on March 15 will be announced in writing on the first day of June, with funds released on July 1.

All administrative requirements, including IRB and IACUC approvals, must be complete with documentation received by the IRRF before grant funds can be released. If such documentation has not been received within ninety (90) days of notification of intent to fund, the IRRF reserves the right to rescind all funding obligations.

Discontinuation of Grant Funding:

Although the IRRF may commit grant funds for a specific term, it reserves the right to discontinue the grant at any time in the event the work performed is in breach of any of the terms and obligations set forth in these guidelines.

Existing Grant Awards:

All active or other pending sources of research support must be disclosed to the IRRF.

Use of Human Subjects or Vertebrate Animals for Research:

Research projects involving human subjects and/or vertebrate animals must meet or exceed standards required for United States federal government funding.

For research involving animals, a copy of the Institutional Animal Care and Use Committee (IACUC) protocol approval or comparable institutional approval *for the project for which IRRF funds are committed* must be received before grant funds can be released. The approval must state the principal investigator, the title of the project, and the International Retinal Research Foundation as the funding agency. All research must be performed at an institution that has a current animal welfare assurance on file with the U.S. Public Health Service Office of Laboratory Animal Welfare (OLAW).

If human subjects are used, a copy of the Institutional Review Board (IRB) protocol approval or comparable institutional approval *for the project for which IRRF funds are committed* must be received before grant funds can be released. The approval must state the principal investigator, the title of the project, and the International Retinal Research Foundation as the funding agency.

Please refer to the IRRF Policy Statements: Use of Human Subjects in Research and Use of Animals in Research.

Public Education:

Donors and other interested individuals are routinely informed about the research sponsored by the IRRF. Information provided to the public by the IRRF may include the title of the project, the name and institutional affiliation of the principal investigator, the amount of the award, and a non-technical description of the research being performed. Acceptance of IRRF funds shall be deemed as consent of the Principal Investigator and the institution to the publication of this information. The Principal Investigator will be consulted prior to use of scientific information provided in the application or subsequent progress report, and confidential material will not be released.

Publications:

All publications resulting from research sponsored by the IRRF, whether partially or solely supported must include credit for such funding.

ADMINISTRATIVE REQUIREMENTS:**Financial Reports:**

The IRRF requires a financial report for **each year** that support is received.

A final 12-month financial report showing allocations and expenditures must be submitted within sixty (60) days of the end of the second funding year. This report must be signed by the Principal Investigator and an institutional representative and must show that funds were used in accordance with the approved budget.

Progress Reports:

The IRRF requires a progress report for **each year** that support is received.

A final scientific progress report must be submitted within sixty (60) days of the end of the second grant year. Reprints of subsequent publications acknowledging support of the IRRF should be submitted as they become available.

Patent and Intellectual Property Policy:

The IRRF has established a patent and intellectual property policy that governs any and all inventions or intellectual properties that result from support, in whole or in part, of research, training grants, or awards from the IRRF.

Please refer to the IRRF Policy Statements: Patent and Intellectual Property

Budget Revisions:

Transfer of more than \$5,000 from one budget category to another requires approval from the IRRF, and requests must be made in writing with justification prior to expenditures.

Capital Equipment Purchases:

Capital equipment that exceeds \$10,000 in cost must be clearly indicated within the proposed budget and must have specific approval prior to expenditure of funds.

Transfer of Grants:

In the event the Principal Investigator transfers to another university or research facility and wishes to transfer the grant funding, he or she must submit a written request to the IRRF for approval of such transfer. Written approval from the institution to which the grant was originally made must also accompany the transfer request. Funds can be transferred to non-profit organizations only.

FAILURE TO MEET REQUIRED ADMINISTRATIVE REQUIREMENTS:

If, for any reason, the required administrative requirements are not met, the IRRF reserves the right to request the return of the grant amount in full, and will employ legal means if indicated. It is, therefore, highly recommended that the IRRF Executive Director be notified when questions arise concerning these requirements to prevent a disruption of funding.



Application for Grant Funding

*The International Retinal Research Foundation, Inc.
Birmingham, Alabama*

The International Retinal Research Foundation

IRRF Checklist

Check List: Check the appropriate box (application will be returned if boxes are not checked, indicating that all application requirements have been met).

	YES	N/A
Guidelines read and understood.	<input type="checkbox"/>	<input type="checkbox"/>
Budget \$100,000 or less per year.	<input type="checkbox"/>	<input type="checkbox"/>
Abstract fits into space provided.	<input type="checkbox"/>	<input type="checkbox"/>
Proposal fits into space provided, and does not exceed 3 pages.	<input type="checkbox"/>	<input type="checkbox"/>
Does this proposal involve humans?	<input type="checkbox"/>	<input type="checkbox"/>
Does this proposal involve animals?	<input type="checkbox"/>	<input type="checkbox"/>
Biography does not exceed 2-page limit.	<input type="checkbox"/>	<input type="checkbox"/>
Font is 12 point or higher.	<input type="checkbox"/>	<input type="checkbox"/>
Does the application involve capital equipment purchase? If yes, letter attached.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
The percentage of effort by PI is listed.	<input type="checkbox"/>	<input type="checkbox"/>
All existing grant support listed.	<input type="checkbox"/>	<input type="checkbox"/>
Application signed.	<input type="checkbox"/>	<input type="checkbox"/>
I have read and accept the terms of the application.	<input type="checkbox"/>	<input type="checkbox"/>

Signature

Applications cannot exceed page limits where indicated, otherwise the application will be returned. Manuscripts authored by the applicant may be provided as additional support material. Completed application must be assembled in the following order: Cover Page; IRRF Checklist; Face Page; Abstract; Research Design (limit 3 pages); Literature Cited; Budget; Support from Other Agencies; Biographical Sketch.

The International Retinal Research Foundation

Face Page

**The International Retinal Research Foundation
Face Page**

Title of Project: _____

Principal Investigator: _____
(Last, First, Middle Initial)

Degree(s): _____ **Position Title:** _____

Complete Mailing Address: _____

_____ **Telephone and Telefax:** _____

Email Address: _____

Co-Investigators:

Name	Degree	Institution
_____	_____	_____
_____	_____	_____

Dates of Project Period: _____ **Name of Grantee Organization:** _____

Mailing Address: _____

Email Address: _____

Department Head: _____
(Name) *(Title)*

Department Chairman Signature (In ink. "Per" signature not acceptable):
The scientific and technical material contained in this request is, to the best of my knowledge, current and accurate.

Signature: _____ **Date:** _____

The International Retinal Research Foundation

Abstract

The International Retinal Research Foundation

Abstract: Briefly state the hypothesis and specific aims of the research project as proposed, or as modified during the course of the research. **Do not exceed one page.**

The International Retinal Research Foundation Research Design

Background, Research Design, Methods: Limit to 3 pages.

*The International Retinal Research Foundation
Literature Cited*

Limit to One Page:

The International Retinal Research Foundation Budget

Line item budget, not to exceed one page.

- *Indirect costs up to but not to exceed 5% of the total requested project amount.*
- *Large capital equipment items that exceed \$10,000 must be justified in writing.*
- *No more than a total of \$2,000 for travel in any 12-month period will be approved.*
- *Principal Investigator salaries must be accompanied by matching funds.*
- *Investigators **must** list percent effort on project.*

*The International Retinal Research Foundation
Support from Other Agencies
Principal and Co-Investigators*

List **all** active or other pending sources of research support, giving source and grant amount.

<i>Source</i>	<i>Grant Amount</i>

***The International Retinal Research Foundation
Biographical Sketch***

Not to exceed two pages per investigator. (Work history; educational history; honors and awards; relevant published manuscripts or in press.) NIH Form is accepted.

The International Retinal Research Foundation Instructions for Completing the Final Progress Report

The International Retinal Research Foundation requires that a final progress report be submitted within 60 days after the end of the grant period. The information provided in this progress report may be used in public education materials produced by IRRF staff. The Principal Investigator will be consulted prior to use of such information. Information marked “**Confidential**” will not be released.

Please Complete the Final Progress Report as Instructed Below:

Face Page: The information provided on this page should be identical to that found on the face page of the grant application. If changes are made, please bring them to our attention.

Summary of Research Performed: Briefly re-state the hypothesis and specific aims of the research project as proposed, or as modified during the course of the research. **Do not exceed one page.**

Progress Report: *Provide a description of the progress made on the project. Be as brief and concise as possible, but provide enough detail for adequate scientific and technical review. Indicate whether the original hypothesis has been supported. Do not exceed five pages.*

Publications and Abstracts: List publications (including manuscripts in preparation) and abstracts resulting from this project. Please attach reprints of published papers and copies of the abstracts. **Do not send copies of manuscripts that have not been accepted for publication.** Reprints of subsequent publications acknowledging support of the IRRF should be sent as they become available.

Progress Report in Non-Technical Terminology: Please provide a summary of progress in non-technical terms, understandable by a layperson. This summary will be used for public education and may be published. **Do not include confidential material in this section. Please do not exceed two pages.**

**The International Retinal Research Foundation
Face Page**

Title and Brief Description of Project Objectives: _____

Principal Investigator: _____
(Last, First, Middle Initial)

Degree(s): _____ **Position Title:** _____

Complete Mailing Address: _____

_____ **Telephone and Telefax:** _____

Email Address: _____

Co-Investigators:

Name	Degree	Institution
_____	_____	_____
_____	_____	_____

Dates of Project Period: _____

Name of Grantee Organization: _____

Mailing Address: _____

Department Head: _____
(Name) *(Title)*

Principal Investigator Signature (In ink. "Per" signature not acceptable):

The scientific and technical material contained in this request is, to the best of my knowledge, current and accurate.

Signature: _____ **Date:** _____

The International Retinal Research Foundation

Summary of Research Performed: Briefly re-state the hypothesis and specific aims of the research project as proposed, or as modified during the course of the research. **Do not exceed one page.**

The International Retinal Research Foundation

Progress Report: Provide a description of the progress made on the project. Be as brief and concise as possible, but provide enough detail for adequate scientific and technical review. Indicate whether the original hypothesis has been supported. **Do not exceed five pages.**

The International Retinal Research Foundation

Progress Report in Non-Technical Terminology: Please provide a summary of progress in non-technical terms, understandable by a layperson. This summary will be used for public education and may be published. **Do not include confidential material in this section. Please do not exceed two pages.**